

Agenda  
FOIA Meeting  
February 2018

- Attendance
- Backlog reduction effort report out
- Process
- Documenting your search template
- National FOIA Program reorganization
- Roundtable

Agenda  
FOIA Meeting  
March 2018

- Attendance
- Lean Kaizen event (attachment)
- Backlog reduction effort report out
- Process
- National FOIA Program reorganization update
- Roundtable

# Agenda

## FOIA Meeting

### April 2017

- Attendance
- OCFO
  - Invoices
- OGC Item
  - Boolean Searching (FOIA Coordinators/ covered in FOIA Officers call in March )
  - Exemption 2
- Updates
  - Chief FOIA Officer's Report (posted on EPA website)
  - Raw statistical data (Exemption 2)
  - FOIA Fees Decision Tree (revised version on FOIA Intranet site)
- FOIA Regulations
- FOIA Conference
- Proactive Disclosure
- Workgroup
  - Roles and Responsibilities
  - IT IM sub-initiative on FOIA
- Roundtable

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- Attendance
- Backlog reduction effort report out
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- National FOIA Program reorganization
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# Agenda

## FOIA Meeting

### May 2017

- Attendance
- OCFO
  - Invoices
- FOIA Regulations
- Definition of a Record ([https://www.justice.gov/oip/oip-guidance/defining\\_a\\_record\\_under\\_the\\_foia](https://www.justice.gov/oip/oip-guidance/defining_a_record_under_the_foia))
- Discuss Topics for FOIA Conference
- Workgroup
  - Roles and Responsibilities
- Roundtable